



**JOB POSTING  
UNCLASSIFIED**

<b>POSTING NUMBER:</b>	HR-0055	<b>ISSUE DATE:</b>	July 29, 2016
<b>TITLE:</b>	Historic Preservation Specialist	<b>CLOSING DATE:</b>	August 12, 2016
<b>DIVISION / UNIT:</b>	NJ Historic Trust	<b>SALARY RANGE:</b>	P18: \$45,053.25 - \$65,537.63
<b>LOCATION:</b>	101 South Broad Street, Trenton, NJ 08625		
<b>POSITIONS:</b>	One (1)	<b>DISTRIBUTION:</b>	STATEWIDE

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**DESCRIPTION OF MAJOR DUTIES:**

Reviews preservation grant application; reviews project initiating materials and fiscal documentation from grant recipients; Under direction of the Executive Director and others in the work unit, prepares quarterly budgets and monitors agency spending, and executes tasks with regard to grant program fiscal management; Under direction of Executive Director, supervises office accounting, purchasing and invoice processing; serves as liaison to department’s fiscal office; Establishes and maintains cooperative working relationships with representatives from local, state, and federal government agencies, historical groups, and members of the general public; Conducts seminars and training programs for historic property interpreters, site managers and board members; Assists in organizing and/or participates in conference, workshops, meetings and public hearings; addresses various groups concerning programs and preservation issues; Prepares correspondence; Prepares clear sound accurate and informative reports on historic preservation and cultural management containing findings, conclusions, and recommendations; Maintains records and files; May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency.; may perform other related duties as required.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in American Studies, Anthropology, Archaeology, Architecture, Architectural History, or History.

**NOTE:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in professional planning subjects such as land use planning, historic city planning, planning project design, or planning law and administration may be substituted for the indicated education requirement.

**EXPERIENCE:** One (1) year of experience in historic site surveying, historic preservation planning, or any combination of the following: detailed investigation of historic structures; preparation of historic structures research reports and/or preparation or review of plans/specifications for preservation projects; research writing, interpretation, or related activity with an historic organization, agency, or museum; research and/or writing in American architectural history and/or restoration architecture; and/or experience in archaeological research, administration, management, and/or study of archaeological resources.

**NOTE:** Possession of a valid certificate as a Registered Architect issued by the NJ Board of Registered Architects may be substituted for the required education.

**NOTE:** Possession of a valid license as a Professional Planner issued by the NJ State Board of Professional Planners may be substituted for the required education.

**NOTE:** A Master’s degree in Historic Preservation, American Studies, Anthropology, Archaeology, Architecture, Architectural History, or History may be substituted for the required experience.

**LICENSE:**

Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, Rather than employee mobility is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR#0055**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.